



REQUEST FOR CONFERENCE INSURANCE

Regions 1-6
(Conferences Held in USA)

Conference Insurance Office
IEEE Service Center
445 Hoes Lane
P.O. Box 1331
Piscataway, NJ 08855-1331
(732) 981-0060 Ext.5388
FAX (732) 981-0538

The following coverage is in effect for the conference dates listed below. The form must be completed in full and received by the Conference Insurance Office with a list of the conference officers and committee members at least 90 days prior to the start of the conference. Please fill in on-line, save, then attach to an email to: conference-services@ieee.org

Conference Name _____

Conference Dates _____

Conference Hotel or Center _____

Conference Location (City, State & Zip Code) _____

CONFERENCE IS FINANCIALLY CO-SPONSORED: ☐ Yes ☐ No

Co-Sponsor Name(s): _____

The coverage listed below (except In and Out Robbery) will be furnished to the conference at no direct charge except where additional coverage is requested.

EMPLOYEE DISHONESTY: \$1,000,000 (\$5,000 Deductible)

If a limit higher than \$1,000,000 is required, specify amount and attach explanation \$ _____

RENTAL OF EQUIPMENT: \$125,000 (\$1,000 Deductible)

If a limit higher than \$125,000 is required, specify amount and attach explanation \$ _____

BODILY INJURY & PROPERTY DAMAGE: \$1,000,000 and \$10,000,000 (\$10,000 Self-Insured Retention) umbrella liability.

LIMITED VOLUNTEER PERSONAL LIABILITY: \$1,000,000

A list of officer and committee members must accompany Request for Conference Insurance.

IN & OUT ROBBERY: (Optional-check box if desired): ☐ \$25,000 (\$5,000 Deductible)

Note: There will be a charge to the conference of approximately \$100. Higher limits are available upon request.

CONFERENCE WILL CHARTER: ☐ Bus ☐ Other (explain) _____

See special note regarding transportation rental.

CERTIFICATE OF INSURANCE

You may be required to furnish evidence of IEEE Insurance to a third party. If so, indicate name and address of third party and their requirements. (Please type or print)

Name: _____
Conference Title: _____
Address: _____

Phone No. () _____
Fax No. () _____
Signature: _____
Date: _____

FOR OFFICIAL USE ONLY

CONF DATE _____
Day Mo. Yr.

Date Rcvd: _____

Date Ack: _____

Off & Ctm List _____

Charter Cert. _____

☐ IN & OUT ROBBERY

- AON Inv. Req. _____

- Inv. to Conf. _____

- Check to AON _____

☐ INSURANCE CLAIM

☐ FILE COMPLETE

CONFERENCE INSURANCE INFORMATION

These instructions are intended solely for the use of conference personnel. The explanation of insurance coverage relates specifically to their application for a conference and not for other activities of IEEE.

This conference insurance is available only for conferences held in the United States. Please read all notes carefully.

Conferences held in Regions outside of the United States are covered by other IEEE conference insurance. For details, write to the Conference Insurance Office, IEEE Service Center, 445 Hoes Lane, Piscataway, NJ 08855-1331 USA.

The insurance coverage obtained by IEEE protects the interests of IEEE and not necessarily the interests of individuals. Please review **Limited Volunteer Liability Coverage** for information pertaining to individual coverage.

AUTOMATIC COVERAGE

The coverage summarized below (except In and out Robbery) will be furnished to the conference for its scheduled dates upon receipt of the Request for Conference Insurance Form which should be received by the IEEE Conference Insurance Office at least 90 days in advance of the event. In and Out Robbery must be requested by checking the proper box on this form. If you elect to have In and Out Robbery coverage, you will be billed separately by IEEE's insurance broker.

Employee Dishonesty-

IEEE has \$1,000,000 fidelity bond coverage for conference officers and personnel processing registration at a conference which covers loss through fraud or embezzlement. Coverage is provided from the time funds are first available to close of the conference's books. There is a \$5,000 deductible for this coverage. Higher limits can be obtained at an additional cost to the conference.

Rental of Equipment-

If you are renting or borrowing audio-visual equipment, computers, typewriters, etc., and should any of this equipment be lost, stolen or damaged then you will have \$125,000 worth of coverage, less a \$1,000 deductible. Higher limits can be obtained at an additional cost to the conference.

Bodily Injury and Property Damage-

IEEE carries a \$1,000,000 general liability policy that covers personal injury, death, and damage to property, real or personal. IEEE carries a \$10,000,000 umbrella policy. This covers only IEEE in the event of a suit and not individuals.

Limited Volunteer Liability Coverage-

This coverage is a part of our master Liability Policy and will cover all volunteers, officers and non-members who are engaged in management of an activity at a conference or meeting sponsored by an IEEE entity.

IEEE will protect the individual if sued because of their activity during a conference or meeting. This coverage will apply only during the term of the conference or meeting. **You must maintain a record of all officers and committee members who are actively engaged in the management of a conference or meeting. This list must accompany this application and be on file in the Conference Insurance Office.**

REQUESTED COVERAGE

In and Out Robbery-

This coverage is available upon request and provides insurance in the event of a hold up or robbery at registration, or while the money is being taken to the bank by an individual. In some cases you may be able to make arrangements with the hotel to take your cash and give you a check that can be deposited in your bank. \$25,000 of coverage can be requested and obtained for a charge to the conference of approximately \$100. There is a \$5,000 deductible.

SPECIAL NOTES-

Charter-In the event it is necessary to charter buses for transportation, be sure to obtain a Certificate of Insurance from the bus company, which indicates the coverages they carry for liability and property damage, and includes IEEE as an additional insured. Forward this information to the Conference Insurance Office at the address shown on this form. Ascertain if bus company has umbrella or excess coverage.

Do not charter boats or planes in the name of IEEE. Rather than charter, try to get carrier to sell you tickets for use on the boat or plane. If this is not possible and chartered boat or plane is necessary, you **must** obtain a Certificate of Insurance **naming IEEE as an additional insured** and forward the Certificate to IEEE. Try to get a minimum of \$1,000,000. IEEE will have our Insurance Consultant review all Certificates for adequacy and accuracy. **Our Liability coverage does not apply to boats or planes.**

The potential liability in a charter is very high, so please use extreme caution and call if you need further assistance.

Exhibits-If a Conference will have exhibits the following type of paragraph could be used in the exhibition contract:

"Loss or Damage...

Exhibitor agrees with IEEE that IEEE shall not be liable for any damage or liability of any kind or for any damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by Exhibitor or any person thereon with the consent of Exhibitor and that Exhibitor will indemnify and hold harmless IEEE from all liability whatsoever, on account of such damage, or injury, whether or not caused by negligence of or breach of an obligation by Exhibitor or its employees or representative."

You may want to obtain legal assistance locally to review your contract. If further assistance is needed, please call the Conference Insurance Office at **(732) 562-5388**.

Certificates-At times you may be required to furnish evidence of IEEE insurance to a third party, (e.g., hotel, convention center, etc.) Notify us of the complete circumstances and requirements and IEEE will attempt to obtain what you need. Usually there is no charge for this, but there may be special circumstances where a charge will be made.

Co-Sponsored Conferences-In order to be considered "Co-Sponsored," there must be significant financial involvement with an entity outside of IEEE. Obtain certificates of insurance from financial co-sponsors indicating what type and limits of coverage they carry. If IEEE controls 51% of the conference, it is easier to obtain coverage. Co-sponsored conferences are reviewed on an individual basis to determine if IEEE insurance will be furnished.

Incorporated-If a conference is separately incorporated, IEEE insurance will not apply. The conference must obtain its own coverage or contact the Conference Insurance Office for assistance in obtaining the required coverage.

Automatic Coverage-All coverage in Regions 1-6 are automatic except In & Out Robbery. You must request this coverage on the "Request for Conference Insurance" form. You will be billed separately for In & Out Robbery by our insurance brokers. All other charges will be allocated to all conferences by accounting charge to the conference sponsor.

Should you have any questions or wish information pertaining to additional coverage available, please contact the IEEE Conference Insurance Office.